



Internal Job Posting

Date of Job Posting: **8/11/2022**

Department: **Human Resources/Safety**

Job Title: **Entry Level HR/Safety Asst.** Hiring Manager:

Hiring Manager/Contact Info: 512-272-4200

UPDATED

Job Description:

- Under general direction ensures timely processing of workers' compensation claims; evaluates accident reports to determine accuracy and completeness and to ensure adequate investigation and submission of claims.
- Assist employees with benefits issues and enrollments, coordinate benefits communication, and assist with timely submission of enrollment forms.
- Assist with new hire orientation.
- Perform and assist with administrative activities as needed.
- CWD is willing to train the right candidate for this important role
- Will be relieving the Receptionist for lunch and vacations

Qualifications:

- Experience with MS Outlook, Word, Excel, and Power Point
- Bi-lingual a plus

If interested in this position, please contact the hiring manager by the date listed below.

Date: 9/9/2022
